

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, February 18, 2015
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
 - A. Approval of Claims and Warrants L527 3-4
 - B. Approval of Regular Meeting Minutes – January 21, 2014 5-11
5. Correspondence
 - A. Thank you from program attendee – Michigan Works event.....11
 - B. Thank you email from Emily DeJaeger, WSU student.....12
6. Presentation
 - A. Recognition of Treasurer, Larry Czekaj, for 9 years of dedicated service to the Novi Public Library Board
 - B. Recognition of President, David Margolis for 6 years of dedicated service to the Novi Public Library Board
7. Public Comment
8. Student Representatives Report 13-14
9. President’s Report
 - A. Goals Update – February 2015 15-19
 - B. Consideration for adding a new Committee – Events/Marketing
 - C. Library Café Update by Gary Bernstein
10. Treasurer’s Report
 - A. Library Budget 2014-2015 20-22
 - B. Library Financials and Contributed Fund 23-27
11. Director’s Report 28-30
 - A. Public Services Report 31-32
 - B. Building Operations Report..... 33
 - C. Library Usage Statistics..... 24-42
 - D. Friends of the Novi Library 43
 - E. Novi Historical Commission –October..... N/A
12. Committee Reports
 - A. Policy Committee (Lesko, Messerknecht– Chair)
 - B. HR Committee (Lesko, Verma – Chair)
 - C. Finance Committee (Czekaj - Chair, Sturing, Margolis)
 - D. Fundraising Committee (Lesko, Sturing – Chair)
 - E. Strategic Planning Committee (Messerknecht, Sturing- Chair)
 - F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – Chair)
13. Public Comment
14. Matters for Board Discussion
16. Adjourn

Supplemental Information:

- Library Board Calendar 49

Future Events:

- **Library Board Budget Planning Session – Saturday, February 21st at 8:00am, Novi Public Library**
- Historical Commission Regular Meeting – Wednesday, February 25th at 7:00pm, Novi Public Library
- **Library Board Budget Planning Session – Saturday, March 14th at 8:00am, Novi Public Library**
- Library Battle of the Books Event – Saturday, March 14th at 1:00pm, City of Novi
- Joy, Inc. author event with Richard Sheridan – Wednesday, March 18th at 11:00am, City of Novi (reservation required)
- **Library Board Regular Meeting & Budget Approval – Wednesday, March 25th at 7:00pm, City of Novi – Council Chambers**
- Historical Commission Regular Meeting – Wednesday, March 25th at 7:00pm, Novi Public Library
- Library CLOSED Saturday, April 4th and Sunday, April 5th
- **National Library Week (April 12 – 18)**



Inform. Inspire. Include.

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 527		February 2015	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 1,320.69
Boopsie, Inc.	1/30/15-1/29/16	268-000.00-734.000	\$ 3,495.00
Muniweb	Dec-14	268-000.00-734.000	\$ 500.00
The Library Network	envisionware 9/14-12/15	268-000.00-734.000	\$ 443.09
VidCom Solutions, Inc.		268-000.00-734.000	\$ 164.85
CDW-G	Liebert repl batt kit	268-000.00-734.500	\$ 326.63
The Library Network	headphones	268-000.00-734.500	\$ 129.78
Batteries & Bulbs		268-000.00-740.000	\$ 73.44
Global Office Solutions		268-000.00-740.000	\$ 804.23
Gordon Food Service	dist water	268-000.00-740.000	\$ 9.98
Hanover Technical Sales, Inc.	labels	268-000.00-740.000	\$ 1,106.41
J.L. Geisler Corp.	bd nameplate	268-000.00-740.000	\$ 82.90
Research Technology International	disc repair supplies	268-000.00-740.000	\$ 68.95
Showcases		268-000.00-740.000	\$ 152.54
Amazon.com		268-000.00-742.000	\$ 79.39
Amazon.com		268-000.00-742.000	\$ 157.40
Barnes & Noble	Make Hope; Parent-Parent	268-000.00-742.000	\$ 209.60
Barnes & Noble	Global Ach; Parent-Parent	268-000.00-742.000	\$ 489.65
Brodart		268-000.00-742.000	\$ 4,470.58
Brodart		268-000.00-742.000	\$ 8,365.05
CCH Inc.		268-000.00-742.000	\$ 229.66
Center Point Large Print		268-000.00-742.000	\$ 633.30
DK Agencies, Ltd.		268-000.00-742.000	\$ 399.90
Ebsco	Nat Const.	268-000.00-742.000	\$ (12.00)
Gale/Cengage		268-000.00-742.000	\$ 82.37
Gale/Cengage		268-000.00-742.000	\$ 638.96
Jenesys Group	Mi Be Healthy Mag (1 yr)	268-000.00-742.000	\$ 36.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 51.83
Kellogg Community College	damaged	268-000.00-742.100	\$ 123.00
Romulus Public Library		268-000.00-742.100	\$ 10.00
Ebsco	India News	268-000.00-743.000	\$ (12.00)
Midwest Tape		268-000.00-744.000	\$ 1,881.88
Midwest Tape		268-000.00-744.000	\$ 264.92
OverDrive		268-000.00-744.000	\$ 505.56
Amazon.com		268-000.00-745.200	\$ 286.41
Midwest Tape		268-000.00-745.200	\$ 1,644.43
Midwest Tape		268-000.00-745.200	\$ 1,169.09
The Library Network	TumbleBook 1/31/15-1/31/16	268-000.00-745.300	\$ 399.20
Merchant Billing Statement		268-000.00-802.100	\$ 87.29
Andrews, Hooper & Pavlik PLC	2013-14 annual audit	268-000.00-803.000	\$ 700.00
AT&T	sec lines; 11/23-12/22/14	268-000.00-851.000	\$ 153.59
TelNet Worldwide		268-000.00-851.000	\$ 516.77
Verizon Wireless	12/29/14-1/28/15	268-000.00-851.000	\$ 423.59
The Library Network	Datamail 10-12-14;Sh AutoJan-Mar 15	268-000.00-855.000	\$ 15,959.88
YP	January advertising	268-000.00-880.000	\$ 63.00
Alberga, Kathleen	youth pgm	268-000.00-880.268	\$ 58.19
Amazon.com	youth pgm; Teen Sp; girls emp	268-000.00-880.268	\$ 79.98

Carpenter, Suzanne	youth pgm; Pokemon 1/17/15	268-000.00-880.268	\$ 60.30
Friends of the White Lake Library	Late,Lockedin,Loud;2/27;golf	268-000.00-880.268	\$ 400.00
Global Office Solutions	yth pgm-const paper	268-000.00-880.268	\$ 5.38
Kroger	yth pgm; snack tales;1/12/15	268-000.00-880.268	\$ 31.12
Michaels	yth pgm; Kiddie Craft; 1/10/15	268-000.00-880.268	\$ (9.79)
Mutch, Kathleen	voided ck; no pgms provided Jan/Feb	268-000.00-880.268	\$ (200.00)
Oriental Trading Co., Inc.	youth pgm; 1-19-15	268-000.00-880.268	\$ 43.99
Seven 7 Graphics	Late, Locked In, Loud	268-000.00-880.268	\$ 225.00
1021 Press	Author Live: Border Crossing (20)	268-000.00-880.271	\$ 305.10
Konica Minolta	Dec-14	268-000.00-900.000	\$ 427.09
Konica Minolta	Jan-15	268-000.00-900.000	\$ 137.41
Consumers Energy	12/7/14-1/9/15 (estimate)	268-000.00-921.000	\$ 1,923.11
AT&T	1/13-2/12/15	268-000.00-922.000	\$ 25.66
DTE	12/22/14-1/25/15	268-000.00-922.000	\$ 7,870.83
Cintas		268-000.00-934.000	\$ 274.50
Dalton Commercial Cleaning Corp.	quarterly	268-000.00-934.000	\$ 1,820.00
Lyon Mechanical	quarterly	268-000.00-934.000	\$ 1,838.00
Orkin	12/30/14	268-000.00-934.000	\$ 58.30
Republic Services	January	268-000.00-934.000	\$ 182.66
Stanley Access Tech, LLC	Dec-14	268-000.00-934.000	\$ 209.25
Brien's Services, Inc.	salt/plowing 12/31/14-1/12/15	268-000.00-941.000	\$ 5,125.00
Mark's Outdoor Power Equipment		268-000.00-941.000	\$ 130.69
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,098.90
Corrigan Record Storage	January	268-000.00-942.100	\$ 19.24
City of Novi	State of City; 2/12/15; 8 guests(6pd)	268-000.00-956.000	\$ 120.00
Groupon	Learn Smart Online Pjt; 12-mth	268-000.00-956.000	\$ 99.00
Michigan Library Assn.	Smale; June 2015 Tech/Trends	268-000.00-956.000	\$ 95.00
Sleep Inn & Suites	Smale; June 2015 Tech/Trends	268-000.00-956.000	\$ 95.03
The Novi Chamber of Commerce	2014 Hol Luncheon; J. Farkas	268-000.00-956.000	\$ 30.00
Suntel Services	telephone upgrade	268-000.00-986.000	\$ 7,020.40
Petty Cash			\$ 3.30
TOTAL			\$ 78,289.43
Accounts indicated in red deducted in Period	Ending December 31, 2014	Revenue and Expenditure	Report

Warrant 527	269 Accounts	February 2015	
Payable to	Invoice #	Account number	Account total
TOTAL			0.00



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 21, 2015**

DRAFT

1. Call to Order and Roll Call

Library Board

David Margolis, President
John Lesko, Vice President
Larry Czekaj, Treasurer
Ramesh Verma, Secretary
Craig Messerknecht, Board Member
Mark Sturing, Board Member
Tara Michener, Board member

Student Representatives

Ruchira Ankireddygari (Absent and Excused)
Ziyang Huang (Absent)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Julie Prottengeier, Office Assistant

The meeting was held at the Novi Civic Center Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by David Margolis, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request was made to remove item 15, **Matters for Board Action**, from the agenda.

A motion was made to approve the Approval and Overview of the Agenda as amended.

1st – Mark Sturing
2nd – Larry Czekaj

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L526

B. Approval of Regular Meeting Minutes – December 17, 2014.

A motion was made to approve both the Claims and Warrants L526 and the Regular Meeting Minutes of December 17, 2014 as presented.

1st – Mark Sturing
2nd – John Lesko

The motion was passed unanimously.

5. **Correspondence**

A. A thank you note from Girl Scout Troop 40173 can be found on page 12 of the Library Board packet. Ms. Farkas reported that the library gets many requests from Girl Scout and Boy Scout troops and the library always does its best to accommodate their requests.

6. **Presentation**

There was no presentation.

7. **Public Comment**

There was no public comment.

8. **Student Representatives Report**

The Student Representative Report can be found on pages 13-14 of the Library Board packet.

- o Ms. Farkas included on page 14 of the January 21, 2015 Library Board packet a copy of the flyer that the Teen Advisory Board (TAB) will be creating and submitting every other month to the Novi High School Online Newsletter. TAB is hoping that using this marketing tool will keep fellow students informed of the teen events that take place at Novi Public Library.

9. **President's Report**

A. **2014-2015 Achievement of Goals Update (January, 2015)**

The Novi Public Library 2014/2015 Goals can be found on pages 15-17 of the January 21, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - o Strategy – Investigate and implement changes that save money.
 - Tactic – Look for cost-cutting measures in everyday processes.
 - Made changes at self-checkout stations to shorten receipts.
 - Added more helpful information to screens and receipts.
 - o Strategy – Seek funding through grants.
 - Tactic – Investigate an opportunity for a Teen Materials grant.
 - Applied for the Margaret Edwards Teen Collection Development Grant.
- Goal # 3: Create a higher level of awareness for Library Board member representation, ambassadors and employment.
 - o Strategy – Library Board Trustees participate in City Events.
 - Tactic – Annual City Evening of Appreciation, December 12, 2014.
 - Trustees Margolis, Messerknecht and Verma were in attendance.
 - Tactic – Michigan Library Association meeting was held on December 8, 2014.
 - A Novi Library committee was formed for the MLA Conference events being held at Novi Library October 15-17, 2015.
- Goal#4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
 - o Strategy – Engage the Older Adult community in library programs and services.
 - Tactic – Promote library programs at Older Adult events.
 - As a result of a meeting held at Fox Run on December 12, 2014 between council member Poupard and the Novi Library, a March event is being planned at Fox Run. For the residents of Fox Run, Ms. Farkas hopes to have

- staff on hand to explain the Library's adult programming events, educate them on the Gale Courses, and to assist them with downloadable books.
 - o Strategy—Increase/Implement programming opportunities for each patron group.
 - Tactic – Provide cultural programs from around the world.
 - An Indian cooking demonstration was held. Novi staff also planned and created a flyer for a program on the history of Mexican folk dancing to be held in May.
 - o Strategy—Provide up to date technology and resources.
 - Tactic—Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences.
 - Ms. Farkas explained that with the help of “wish list” money, given by the Friends of the Novi Library, we were able to buy an I Pad. Currently the IT staff is working on a way to keep them safe and secure in the hopes of having an entire station of I Pads in the Youth Area in the future.
 - o Strategy—Maintain current collections and services.
 - Tactic—Investigate and add new collections/pathfinders based on the interests and needs of patrons.
 - Developing a “World Fiction” list for a youth subject binder and for the website.
 - Developed a “Classics” list of audiobooks for adults.
- Goal#6: Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
 - o Strategy – Increase awareness of services, collections, programs and technology.
 - Tactic –The Library submitted for the Novi Chamber Business Recognition Award for Community Builder. The Library will know in February whether they are given the award.

Trustee Verma noted that within the Achievement of Goals Report on pages 15-17 of the Library Board packet that under the column of “Owner”, there is no notation on the page explaining what the abbreviations within this column stand for. It would be a helpful addition to the report so Ms. Farkas agreed to add a “key” for easier reference.

B. Welcome Desk schedule (Board Member Assignments, January-May 2015)

Ms. Farkas thanked the board members for the time they give greeting the community at the Welcome Desk.

10. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 budget is included in the January 21, 2015 Library Board packet on pages 18-23 of the Library Board packet.

Ms. Farkas pointed out that on page 21 the title “Proposed Budget” is incorrect and should read “Approved Budget”. It would be corrected for the next board meeting in February.

It was decided that the 2014-2015 Approved Budget would go forth with the following numbers included in the following order: 2013-2014 Audited numbers, 2013-2014 Budget, 2014-2015 Approved, and the 2015-2016 Projected numbers. These numbers will provide useful information to the board members as they work on future budget issues.

B. Library Financials and Contributed Fund–December 31, 2014 (extracted 1/14/2015)

The Financials and Contributed Fund Reports ending December 31, 2014 are located on pages 24-33 of the January 21, 2015 Library Board packet.

- o Ms. Farkas and library staff will be working with the city Finance department to collect detailed information regarding the cash in and cash out, as well as payables and tax amounts. In doing so, the Board hopes it will help chart the month to month differences that show up on the Library's financial report.

A report was requested of Ms. Farkas that would show the following for Cash-Pooled Cash and Accounts Payable:

- Prior month
 - Current month
 - Difference between the two months.
- o On the Revenue and Expenditure Report for City of Novi, the Board along with Ms. Farkas agreed to eliminate the column labeled "2014-15 Amended Budget". In regard to showing 12 months' worth of activity in both the 268 and 269 accounts, the report would from here on out only reflect three months of activity on each report.

11. Director's Report

The Director's Report is provided on pages 34-35 of the January 21, 2015 Library Board packet.

- o A submission to be recognized as a Community Builder in Novi was sent to the Novi Chamber of Commerce on behalf of the Novi Library.
- o Ms. Farkas reported that she and her staff are engaged in both performance evaluations and budget preparations for the 2015/2016 year. Budget review sessions are scheduled on Saturday, February 21, 2015 and on Saturday, March 14, 2015. Approval of the budget will be done during the Library Board meeting which will be held on March 25, 2015.
- o Ms. Farkas informed the board members that at the time of the meeting, Mr. Bernstein of the Read A Latte Café had yet to make any payments for the months of July and August as was agreed upon at an earlier date. Ms. Farkas has made it known to Mr. Bernstein that she is investigating other opportunities with businesses interested in renting the café space. Mr. Bernstein and Ms. Farkas were to meet on January 23, 2015 at which point Ms. Farkas would report to the board members the outcome of the meeting.

A. Public Service Report

This report was provided by Assistant Director Margi Karp-Opperer and can be found on pages 36-37 of the January 21, 2015 Library Board packet.

B. Building Operations Report

This report was provided by Assistant Director Mary Ellen Mulcrone and is located on page 37 of the January 21, 2015 Library Board packet.

- o Trustee Lesko inquired about the new telecommunications contract that Novi Library signed with The Library Network. Ms. Mulcrone explained that The Library Network provides the Novi Library's internet service at a very good price. This contract is good for the next three years.
- o Ms. Mulcrone noted that the new air curtain has been fully repaired and is operating as it should be. With the exception of certain busy times of day, the curtain does a fine job at keeping much of the cold air out of the library lobby area.
- o As of January 21, 2015 the Novi Library phone system is separate from the City of Novi. The City was going to be upgrading their phone system which would be unable to accommodate the Library's needs. Ms. Mulcrone reported nothing would change for the patron's calling the Library and the system would not be much different for the staff. Ms. Farkas recognized Barb Rutkowski and Scott Rakestraw for doing a great job figuring the most cost effective way to purchase the equipment the Library required.
- o The Library has experienced some troubles with WIFI connections. By adjusting access points and working with a consultant to improve our settings it is hoped that this will improve. President Margolis requested this information be brought to the upcoming budget meetings.

C. MEMO: Library Traffic Study Summary by Mary Ellen Mulcrone

To be discussed at item 14 **Matters for Board Discussion**.

D. Library Usage Statistics – November 30, 2014

The November 2014 statistics are located on pages 61-69 of the December 17, 2014 Library Board packet.

E. Friends of the Novi Library

There was no report provided. The Friends resume meetings in April, 2015.

Ms. Farkas shared with the Board an upcoming community read program in conjunction with the Novi Schools. The book Spark, by Dr. John Ratey is being read and will conclude with the author speaking at an event on April 28, 2015. The Friends helped with the funding for this program called.

F. Novi Historical Commission – October

The report can be found on pages 49-52 of the January 21, 2015 Library Board packet.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

C. Finance Committee (Margolis, Sturing, Czekaj– chair)

There was no report provided.

D. Fundraising Committee (Lesko, Sturing– chair)

There was no report provided.

E. Strategic Planning Committee (Messerknecht, Sturing– chair)

There was no report provided.

F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

There was no report provided.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Library Traffic Study

The memo by Mary Ellen Mulcrone can be found on page 38 of the Library Board packet.

- o In June, 2014 a traffic study was conducted to look at the traffic flow problems that occur coming and going from the Novi Library. The Novi Schools, the City of Novi and the Novi Library met after the study was conducted to discuss the solutions to these traffic flow problems the study suggested. In addition to solutions offered by the consultant firm, many additional solutions were suggested. Because of the number and variety of solutions offered, the city recommended Novi Library conduct its own independent traffic study at its own expense. The cost of a separate study would be approximately \$6,000.
- o The Board chose to forgo making a decision at this time. President Margolis suggested that the issue be discussed at the upcoming budget meetings to be held in February and March.

15. Matters for Board Action

No matters for Board action.

16. Adjourn

A motion was made to adjourn the meeting at 8:58 p.m.

1st – Larry Czekaj

2nd – John Lesko

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

DEAR MAUREEN + MONA -

I HAD TO EXPRESS MY SINCERE

THANKS FOR YOUR COOPERATIVE EFFORT ON THE NEW LIBRARY-MATH-LEARNWORKS! EMPLOYMENT WORKSHOP.

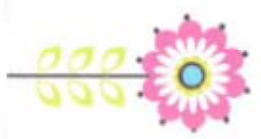
I WILL NEVER BE AT A LOSS FOR BOOKS, WEBSITES, ONLINE COURSES, AND OTHER USEFUL TOOLS TO FIND THE RIGHT CAREER OR EMPLOYMENT PLACEMENT.

THANK YOU BOTH FOR A VERY WORTHWHILE PRESENTATION.



Every kindness blooms
And every good deed grows

Thank You



SINCERELY,
Maury Hough
ATTEN DEE



Email received by Emily on 2/9/2015:

Hi Julie,

I just wanted to take a moment to let you know I had such a wonderful time visiting your library this past Friday. April is a gem and did an excellent job giving me a tour of the library. You have such a beautiful library and welcoming staff. Your community is lucky to have so many amazing resources available. I especially loved all of the foreign language programming, even for kids! This is great!

Thank you again for allowing an opportunity for me to complete this assignment at Novi. I look forward to returning on March 6th to observe again.

Have a great week!
Emily

Student Representatives' Report

For January Packet

By: Ziyang Huang and Ruchira Ankireddygari

January has been a very busy time for teens at the library, with many new activities underway.

Program Attendance:

Teen Knitting – 3

Minecraft – 25

Teen Volunteers – 18

Teen Space – 594

Teen Advisory Board – 17

Teen Writing Contest has official started! Students have until March 20 to submit their original poem, no longer than 30 lines/ 400 words, or their original story, no longer than 2,500 words.

Upcoming Programs:

Feb 5 - Manga Club

Feb 20 - Teen Advisory Board, Chinese New Year Cooking

Feb 21 - Sit N' Stitch Teen Knitting Group

Feb 27 - Late, Locked In, And Loud

Novi Public Library

Teen Newsletter - January/February 2015



Happy New Year

It is hard to believe that it is already 2015. What better way to welcome the New Year than to get a library card, or renew yours, if it's out of date. Your Novi Library Card unlocks the world to free downloadable books, online database tools, computer usage, and homework resources.

Teen Writing Contest



High schoolers, let your creativity flow by entering a poem or short story into the Novi Public Library's Teen Writing Contest. The contest begins January 12 and entries are due to the 2nd Floor Information Desk by 6pm on March 20. Please visit the 2nd Floor Information Desk or the Teen Page on the Library's Website for a copy of the official contest rules and guidelines. Winners will be announced after April 1.

Teen Space

The Teen Space was created for students to "hang out" and socialize when traditional use of the Library is not needed.
(except during school breaks)
Monday-Friday 2:00PM-5:00PM

****Student ID's are required****

Questions or Comment?

Suzanne Carpenter, Youth & Teen Librarian
(SCarpenter@novilibrary.org)

Ziyang Huang, Student Representative
(ZHuang@novilibrary.org)

Ruchira Ankireddygar, Student Representative
(RAnkireddygar@novilibrary.org)



Upcoming Teen Programs

®=Registration Required. Call 248-349-0720 or visit <http://www.novilibrary.org>.

® Manga Club

Thursday, February 5, 2015
4:00PM-5:00PM
Grades: 6-12



® Chinese New Year Cooking

Friday, February 20, 2015
4:30PM-5:30 PM
Grades: 7-12



® Sit 'n Stitch—Teen Knitting Group

Saturday, February 21, 2015
4:00PM-5:00PM
Grades 7-12



The Novi Public Library Youth & Teen Services Department is calling all high school students to join the **Teen Advisory Board (TAB)**. TAB is a group devoted to planning future programming at the Library, discussing new resources and ideas and chatting about books and other materials. New members are welcome at any time.

Upcoming Meetings

Saturday, January 30, 2015 3:30-4:30pm
Friday, February 20, 2015 3:30-4:30pm

Novi Public Library
45255 W. Ten Mile Road, Novi, MI 48375
248-349-0720 | www.novilibrary.org

NOVI PUBLIC LIBRARY – 2014/2015 GOALS – February update

AD= Administration Fac=Facilities IS=Information Services IT=Information Technology SS=Support Services

Goal #1:

Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

Strategy:		Consider adding new collections and services.	
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	Inquiring with Burgeon Group to look into new play components	Annually; 1/15
Strategy:		Partner with City of Novi and Novi School District.	
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Continuing discussions with City regarding phone services; City and Schools to participate in meeting & demo of visual tour from LunaTech3D	Annually; 8/14; 2/15
Maintain open communication between Library and City Facilities departments through regular meetings	Fac	Established quarterly meeting schedule and held first meeting on 1/27	1/15
Strategy:		Maintain communication with Read a Latte Café.	
Tactic	Owner	Status	Due Date
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Met with owner in August & October about rent and cleanliness; café painted; met with owner on 12/5 and will meet monthly on first Fridays; met 1/23	Annually; ongoing; 10/14; 12/14; 1/15

Goal #2:

Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.

Strategy:		Investigate and implement changes that save money.	
Tactic	Owner	Status	Due Date
Work with managers for budget planning	AD	Held budget sessions with all managers	1/15
Strategy:		Seek funding through grants.	
Tactic	Owner	Status	Due Date
Investigate opportunity for 3-D printer grant funding	IT; IS	IT & IS departments partnered with Catholic Central High School and submitted grant proposal; grant not awarded to NPL	11/14; 1/15
Investigate opportunity for a Teen Materials grant	IS	Applied for the Margaret Edwards Teen Collection Development Grant for Teen Materials; potential grant would be \$5000 from YALSA/ALA for Young Adult collection growth in all formats	12/14; 1/15

Goal #3:

Create a higher level of awareness for Library Board member representation, ambassadors and employment.

Strategy:	Library Board Trustees participate in City events.
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Tactic	Owner	Status	Due Date
City Council Early Budget Input Session, January 10 th	AD; Board	Trustee Margolis and Director Farkas attended	1/15
Strategy:			
Library staff participate in community events.			
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD	Director and other staff attended swearing in of State Representative Kathy Crawford on 1/2	1/15

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center	Annually; 11/14; 12/14; 1/15
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs here at the Library; Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015; attended "Boomer University" meetings at Oakpointe Church to plan April 18 th event with area libraries and Novi Office of Older Adults; Novi Older Adult Services Board member hosted program on Dementia on 1/30 at the Library; staff have been active on the City of Novi Older Adult Advisory Board attending monthly meetings	Annually; 9/14; 11/14; 11/14; 1/15
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest; met with MSU Tollgate to discuss potential program partnership for fall of 2015	Annually; 9/14; 11/14; 1/15
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Investigating and planning art classes for elementary age taught by Novi High School Art Club students; held first of three planned art classes taught by Novi	Annually; 9/14; 1/15

		High School Art Club students with 26 attendees	
Investigate holding more after-hours events for all age groups	IS; AD	Investigating after-hours Minecraft programs for January and March; Digital Detox planned for February, partnering with City and Youth Council; held after-hours Minecraft program with 25 attendees in the computer lab on 1/30; another is planned for March	2014/2015; 9/14; 10/14; 1/15
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	Held an Indian Cooking demonstration; held a Japanese cooking demonstration; chose dates for International Fair and confirmed participation with Korean, Japanese, and Indian volunteer presenters; partnering with local Japanese volunteer to investigate a program on early literacy for Japanese parents; a Cultural Celebration was hosted by some of our Novi Teens; International Games Day was also offered and included both board and video games; planned and created flyers for a program on history of Mexican folk dancing; held an Indian cooking demonstration; Light Up the Night held on Civic Center campus on 12/5; Mexican Cultural program with 41 patrons attending included videos, PowerPoint and costumes representing the country, culture, & people	2014/2015; 10/14; 11/14; 11/14; 12/14; 1/15
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; attended October meeting; spoke with WSU LIS professor Joan Beaudoin about securing a practicum student during spring/summer semester to assist with the David Barr oeuvre digital preservation project as part of the Cultural Advisory Board; attended Nov. and Dec. meetings of Cultural Advisory Board; attended January Cultural Advisory Board	5/14; 2014/2015; 9/14; 10/14; 11/14; 12/14; 1/15
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers; on track to add Japanese group; had successful first meeting of Japanese group; planning a program with local Japanese Mothers to address "semi-lingual" issues	2014/2015; ongoing; 10/14; 12/14; 1/15
Strategy:	Provide up to date technology and resources.		
Tactic	Owner	Status	Due Date
Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences (technology "petting zoo")	IT; IS	Laptops available for in-Library loan since 2012; periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to Read: Tech Tools for Early Literacy; gave presentation on Demographics Now at Dec. IS staff meetings;	2014/2015; 11/14; 12/14; 1/15

		working on locked down iPads to replace Pod A computers in Youth area (visited Salem-South Lyon Library to look at how they configure their iPads); introduced two story time apps in Baby Time and Tot Time to analyze the effectiveness of technology in story times	
Improve online public catalog	SS	Enterprise online public catalog implemented, with a more familiar type of interface, providing better searching options, faster placing of holds; TLN Shared Automation System Users reviewing options for upgrade or change of vendor; staff attended demos held at NPL from SirsiDynix, Polaris/III, & TLC/CARL	9/14; 1/15
Strategy:			
Partner with the Novi School District.			
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Assisting PAASN (Parents of African American Students in Novi) with planning space, library info; attended the MLK Day celebration at Brightmoor Church with other members of the City and community	Annually; 10/14; 1/15
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 th graders after hours on September 19 th for tour and scavenger hunt; took part in the Novi Woods Walk to School day; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCSD Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits	Annually; 9/14; 10/14; 12/14; 1/15
Strategy:			
Maintain current collections and services.			
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework	Annually; 9/14; 10/14; 11/14; 12/14; 1/15

		Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center	
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Goal #5: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.

Goal #6

Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.

Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Promote NPL through participation in community groups	AD	Admin staff attend Rotary and Chamber of Commerce meetings; submitted Chamber Business Recognition application for Community Builder; NPL & other Neighborhood Library Association members now sharing event info in each other's newsletters	12/14; 1/15

Goal #7:

Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

Strategy:	Review past fundraising and plan future fundraising.		
Tactic	Owner	Status	Due Date
Continue "On the Road" series	AD	Trip #4 (Day in Detroit) Oct 14 th raised \$1900; fall trip being planned	10/14; 1/15
Scrapbook for a Cause	AD	Scheduled for 2/28	1/15

Goal #8:

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Strategy:	Maintain best practices and policies.		
Tactic	Owner	Status	Due Date
State Aid Report	AD	Report submitted to Library of Michigan 1/28	1/15
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Determine how to better serve special needs groups	AD; SS; IS	JF & WT met with Rehab Managers at New Horizons	1/15

2014-2015 Budget					
Final Draft: 3/19/2014		2013-2014	2013-2014	2014-2015	2015-2016
Updated: 12/17/2014; 1/31/2015		Audited	Budget	Approved	Projected
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,276,336.74	2,254,000.00	2,309,000.00	2,366,725.00
567.000	State Aid	30,103.08	20,000.00	20,000.00	20,000.00
657.000	Library book fines	74,642.97	68,500.00	74,000.00	75,000.00
658.000	State penal fines	73,539.99	76,000.00	73,000.00	73,000.00
664.000	Interest on Investments	42,597.69	25,000.00	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	17,240.00	0.00	0.00	0.00
665.000	Miscellaneous income	16,175.47	15,000.00	17,000.00	17,000.00
665.100	Copier	2,981.78	2,500.00	2,500.00	2,500.00
665.200	Electronic media	239.80	800.00	300.00	300.00
665.266	SRP - T-shirt sales	0.00	0.00	2,800.00	0.00
665.289	Adult Programming	4,688.39	0.00	0.00	0.00
665.290	Library Fundraising	180.00	1,000.00	3,000.00	3,000.00
665.300	Meeting Room	30,559.14	15,000.00	23,000.00	23,000.00
665.400	Gifts and donations	5,043.81	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	5,787.00	5,800.00	5,900.00	6,000.00
665.650	Library Café	4,105.44	5,000.00	5,000.00	5,000.00
Total Revenues		2,584,221.30	2,493,600.00	2,566,200.00	2,622,525.00
Expenditures					
Personnel Svcs.					
Account	Description				
704.000	Permanent Salaries	940,355.54	943,600.00	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	0.00	47,700.00	0.00
705.000	Temporary Salaries	603,046.15	631,000.00	636,800.00	642,800.00
715.000	Social Security	113,783.62	120,000.00	122,000.00	122,000.00
716.000	Insurance	169,574.81	175,000.00	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	2,890.76	8,000.00	4,000.00	4,000.00
718.000	Pension DB	0.00	2,200.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	25,952.43	26,200.00	27,700.00	28,300.00
719.000	Unemployment Ins	0.00	2,000.00	0.00	0.00
720.000	Workers' Comp	4,808.96	5,300.00	2,500.00	2,500.00
Total Personnel Services		1,860,412.27	1,913,300.00	1,965,900.00	1,926,800.00
Supplies					
Account	Description				
727.000	Office supplies	16,019.58	16,000.00	15,000.00	16,000.00
728.000	Postage	516.03	1,800.00	700.00	700.00
734.000	Computer software/licensing	62,751.63	88,000.00	96,900.00	90,600.00
734.500	Computer supplies equip	12,941.56	13,000.00	21,000.00	16,000.00
740.000	Operating supplies	26,928.78	33,200.00	32,800.00	33,600.00

740.200	Desk, chairs, cabinets, etc.	14,017.44	13,200.00	0.00	0.00
741.000	Uniforms	246.85	300.00	300.00	300.00
Materials					
742.000	Books	197,431.08	220,500.00	210,000.00	211,000.00
742.100	Book Fines	1,317.64	700.00	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,425.94	20,000.00	21,200.00	21,200.00
744.000	Audio visual materials	58,515.49	56,500.00	67,700.00	70,000.00
745.200	Electronic media	47,459.63	55,700.00	58,500.00	66,000.00
745.300	Online (Electronic) Resources	52,922.29	60,000.00	60,000.00	60,000.00
Total Supplies & Materials		511,493.94	578,900.00	585,600.00	586,900.00
Expenditures					
Services & Charges					
Account	Description				
801.925	Public Information (cable)	984.25	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,048.82	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	590.00	700.00	700.00	700.00
804.000	Medical Service	1,131.90	500.00	1,000.00	1,000.00
806.000	Legal Fees	0.00	1,500.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,000.08	5,500.00	4,500.00	4,500.00
816.000	Professional services	1,980.00	3,000.00	3,000.00	8,000.00
817.000	Custodial Services	31,721.42	37,200.00	37,800.00	37,800.00
818.000	TLN Central Services	4,750.00	5,000.00	4,750.00	5,500.00
851.000	Telephone	13,091.18	17,000.00	16,500.00	17,000.00
855.000	TLN Automation Services	55,469.91	63,900.00	66,500.00	69,100.00
861.000	Gasoline and oil	151.96	0.00		
862.000	Mileage	201.05	500.00	1,250.00	1,250.00
880.000	Community Promotion	6,973.05	5,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00	1,000.00
880.268	Library Programming	19,778.29	26,000.00	20,000.00	20,000.00
880.271	Adult Programming	3,987.91	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	21,579.90	30,000.00	28,800.00	29,500.00
910.000	Property & Liability Insurance	13,668.00	12,800.00	13,000.00	13,400.00
910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00		
921.000	Heat	12,546.45	17,500.00	17,500.00	18,000.00
922.000	Electricity	106,199.86	90,500.00	93,200.00	96,400.00
923.000	Water and Sewer	5,097.26	6,000.00	6,500.00	6,500.00
934.000	Building Maintenance	61,724.63	55,500.00	73,900.00	73,900.00
935.000	Vehicle Maintenance	948.75	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	36,702.04	25,000.00	26,000.00	27,300.00
942.000	Office Equipment Lease	13,855.74	13,000.00	12,000.00	12,000.00
942.100	Records storage	261.56	100.00	250.00	250.00
956.000	Conferences & Workshops	18,359.99	15,500.00	11,000.00	15,500.00
Total Services & Charges		445,717.00	438,700.00	451,150.00	470,600.00
Capital Outlay					

Account	Description				
962.000	Building Maint. - Plumbing/Main Ent			24,550.00	
934.000	Building Improvements	0.00	0.00	0.00	0.00
976.000	Data Processing - Computers/Equip	25,112.75	35,000.00	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade			15,000.00	
990.000	Furniture	8,801.51	8,800.00	0.00	0.00
Total Capital Outlay		33,914.26	43,800.00	53,550.00	106,800.00
965.269	Walker Transfer				
Total Expenditures		2,851,537.47	2,974,700.00	3,056,200.00	3,091,100.00
680.000	Fund Balance				
934.000	Building Maintenance Add'l expenses	0.00			
941.000	Grounds Maintenance Add'l expenses	0.00			
	TOTAL Fundbalance	267,316.17	481,100.00	490,000.00	468,575.00

02/13/2015

BALANCE SHEET FOR CITY OF NOVI

As of 01/31/2015

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,049,296.77
268-000.00-017.002	Investment - Chase	98,914.96
268-000.00-017.008	Investment - Oakland County Investment	676,389.16
268-000.00-017.009	Investment - UBS	1,054,350.98
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	30,430.33
	Total Assets	2,909,882.20
*** Liabilities ***		
268-000.00-202.000	Accounts payable	64,652.38
268-000.00-259.702	Accrued liabilities-tax	43,420.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	108,572.38
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,845,975.99
	Total Fund Balance	1,845,975.99
	Beginning Fund Balance	1,845,975.99
	Net of Revenues VS Expenditures	955,333.83
	Ending Fund Balance	2,801,309.82
	Total Liabilities And Fund Balance	2,909,882.20

02/13/2015		BALANCE SHEET FOR CITY OF NOVI	
		As of 01/31/2015	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		101,818.66
269-000.00-017.008	Investment - Oakland County Investment		511,639.28
269-000.00-017.009	Investment - UBS		994,704.04
	Total Assets		1,608,161.98
*** Liabilities ***			
	Total Liabilities		0.00
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted		1,487,506.93
269-000.00-390.230	Fund Balance Collections/Materials		33,683.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture		52,896.67
269-000.00-390.232	Fund Balance Programming		10,572.94
269-000.00-390.233	Fund BalanceTechnology Library		6,100.00
	Total Fund Balance		1,590,760.53
	Beginning Fund Balance		1,590,760.53
	Net of Revenues VS Expenditures		17,401.45
	Ending Fund Balance		1,608,161.98
	Total Liabilities And Fund Balance		1,608,161.98

02/13/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 01/31/2015									
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	NOVEMBER 2014	DECEMBER 2014	JANUARY 2015	01/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Revenues									
Dept 000.00-treasury									
268-000.00-403.000	Property Tax Revenue -	2,285,842.67	2,309,000.00	0.00	0.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue -	(20,138.00)	0.00	0.00	239.93	277.03	(3,617.44)	(31,378.56)	10.34
268-000.00-403.002	Property Tax Revenue -	16,154.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -	(183.71)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue -	(5,358.22)	0.00	0.00	0.00	0.00	(9,751.69)	(0.31)	100.00
268-000.00-567.000	State aid	30,103.08	20,000.00	0.00	0.00	0.00	16,694.05	3,305.95	83.47
268-000.00-633.100	Insurance Reimburse	0.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-657.000	Library book fines	74,642.97	74,000.00	4,207.97	5,077.47	6,574.53	39,282.74	34,717.26	53.08
268-000.00-658.000	State penal fines	73,539.99	73,000.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	1,283.29	11,408.13	897.21	13,234.45	12,465.55	51.50
268-000.00-664.500	Unrealized gain (loss) o	17,240.00	0.00	202.06	(1,214.87)	0.00	4,090.98	(4,090.98)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	1,243.28	1,273.67	1,211.73	9,472.01	7,527.99	55.72
268-000.00-665.100	Copier	2,981.78	2,500.00	203.71	221.00	196.50	1,338.84	1,161.16	53.55
268-000.00-665.200	Electronic media (previ	239.80	300.00	4.00	49.00	64.00	154.00	146.00	51.33
268-000.00-665.266	Summer reading t-shirt	0.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0.00
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.290	Library fund raising rev	180.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	2,100.04	1,222.57	2,496.39	16,365.22	6,634.78	71.15
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	2,450.00	2,070.00	2,170.20	8,645.35	(3,645.35)	172.91
268-000.00-665.404	Novi Township assessm	5,787.00	5,900.00	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	409.37	0.00	468.08	2,079.21	2,920.79	41.58
Total Dept 000.00-treasury		2,584,221.30	2,566,200.00	12,103.72	20,346.90	14,355.67	2,563,768.74	2,431.26	
TOTAL Revenues		2,584,221.30	2,566,200.00	12,103.72	20,346.90	14,355.67	2,563,768.74	2,431.26	
Expenditures									
Dept 000.00-treasury									
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	70,160.23	70,160.23	70,160.24	504,243.92	447,956.08	52.96
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	49,321.88	43,958.49	41,709.84	344,230.00	292,570.00	54.06
268-000.00-715.000	Social security	113,783.62	122,000.00	8,936.77	8,537.36	8,380.13	69,530.60	52,469.40	56.99
268-000.00-716.000	Insurance	169,574.81	173,000.00	17,923.67	20,502.48	15,443.26	116,696.67	88,678.33	56.82
268-000.00-716.200	HSA - employer contrib	2,890.76	4,000.00	156.26	78.13	487.50	1,190.67	2,809.33	29.77
268-000.00-716.999	Insurance - Employee R	0.00	0.00	(3,071.63)	(3,019.38)	(3,178.80)	(20,484.85)	(11,890.15)	68.27
268-000.00-718.000	Pension - DB Normal Co	0.00	0.00	1,247.00	1,247.00	1,247.00	8,729.00	6,235.00	58.33
268-000.00-718.010	Pension - DB Unfunded	0.00	0.00	(1,510.00)	(1,510.00)	(656.76)	(9,716.76)	(8,403.24)	53.62
268-000.00-718.200	Pension - defined contr	25,952.43	27,700.00	2,023.34	2,023.34	2,023.34	15,086.25	12,613.75	54.46
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	329.54	(41.55)	309.42	1,475.40	1,024.60	59.02
268-000.00-727.000	Office supplies	16,019.58	15,000.00	1,289.33	1,290.29	1,320.69	11,814.43	3,185.57	78.76
268-000.00-728.000	Supplies - Postage	516.03	700.00	1.40	121.89	0.00	523.87	176.13	74.84
268-000.00-734.000	Computer supplies, soft	62,751.63	96,900.00	3,336.25	791.84	4,159.85	27,215.81	69,684.19	28.09
268-000.00-734.500	Computer supplies/equ	12,941.56	21,000.00	125.22	582.02	129.78	3,035.21	17,964.79	14.45
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	3,936.22	641.21	2,577.81	12,856.24	19,943.76	39.20
268-000.00-740.200	Supplies - Desk chairs a	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	9,781.07	14,791.72	13,778.52	108,421.32	101,578.68	51.63
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	39.99	37.99	133.00	347.87	1,152.13	23.19
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	157.98	89.00	(739.23)	13,485.42	7,714.58	63.61
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	3,553.64	3,583.25	277.91	39,895.57	27,804.43	58.93
268-000.00-745.200	Electronic media	47,459.63	58,500.00	3,603.96	3,137.74	1,067.12	22,507.71	35,992.29	38.47

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2014	ORIGINAL	NOVEMBER 2014	DECEMBER 2014	JANUARY 2015	01/31/2015	BALANCE	USED
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
268-000.00-745.300	Electronic resources (CC)	52,922.29	60,000.00	5,649.73	9,025.00	399.20	51,750.80	8,249.20	86.25
268-000.00-801.925	Public Information (cab)	984.25	1,000.00	107.40	90.53	0.00	526.05	473.95	52.61
268-000.00-802.100	Bank Service Charges	3,048.82	3,500.00	196.01	158.55	189.37	1,487.04	2,012.96	42.49
268-000.00-803.000	Independent audit	590.00	700.00	0.00	700.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	107.80	0.00	0.00	107.80	892.20	10.78
268-000.00-806.000	Legal fees	0.00	1,000.00	0.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	90.00	0.00	154.00	3,906.00	594.00	86.80
268-000.00-816.000	Professional services	1,980.00	3,000.00	0.00	542.50	0.00	542.50	2,457.50	18.08
268-000.00-817.000	Custodial services	31,721.42	37,800.00	3,900.00	3,900.00	3,900.00	26,550.00	11,250.00	70.24
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	1,127.95	987.13	(90.00)	5,875.15	10,624.85	35.61
268-000.00-855.000	TLN Automation Service	55,469.91	66,500.00	0.00	(6,249.95)	11,598.77	36,265.59	30,234.41	54.53
268-000.00-861.000	Gasoline and oil	151.96	0.00	0.00	19.45	0.00	182.55	467.45	28.08
268-000.00-862.000	Mileage	201.05	1,250.00	9.05	113.18	0.00	126.51	1,123.49	10.12
268-000.00-880.000	Community promotion	6,973.05	5,000.00	72.28	19.06	0.00	465.79	4,534.21	9.32
268-000.00-880.267	Library Programming-B	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	990.70	611.31	690.81	5,091.04	14,908.96	25.46
268-000.00-880.271	Adult programs	3,887.91	0.00	316.52	0.00	0.00	4,563.52	(4,563.52)	100.00
268-000.00-900.000	Printing, graphic design	21,579.90	28,800.00	1,169.76	(263.56)	137.41	11,705.12	17,094.88	40.64
268-000.00-930.000	Property & liability insu	13,668.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-930.001	Insurance deductibles/v	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	845.67	1,510.18	1,923.11	5,150.36	12,349.64	29.43
268-000.00-922.000	Electricity	106,199.86	93,200.00	7,907.98	22.21	15,618.48	61,112.43	32,087.57	65.57
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	0.00	0.00	0.00	1,400.97	5,099.03	21.55
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	3,183.28	8,241.80	2,085.53	37,461.00	36,439.00	50.69
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	46.75	0.00	0.00	1,604.70	(754.70)	188.79
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	5,677.98	1,478.16	5,255.69	18,844.01	7,155.99	72.48
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	0.00	2,244.32	1,098.90	8,301.08	3,698.92	69.18
268-000.00-942.100	Records storage	261.56	250.00	19.24	19.24	19.24	134.68	115.32	53.87
268-000.00-956.000	Conferences and works	18,359.99	11,000.00	1,277.36	(375.93)	95.00	4,046.58	6,953.42	36.79
268-000.00-986.000	Internal Technology - G	25,112.75	53,550.00	0.00	0.00	7,020.40	7,020.40	6,979.60	50.15
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		2,851,537.47	3,056,200.00	204,033.52	189,796.23	208,728.53	1,608,434.91	1,382,103.09	
TOTAL Expenditures		2,851,537.47	3,056,200.00	204,033.52	189,796.23	208,728.53	1,608,434.91	1,382,103.09	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,584,221.30	2,566,200.00	12,103.72	20,346.90	14,355.67	2,563,768.74	2,431.26	
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	204,033.52	189,796.23	208,728.53	1,608,434.91	1,382,103.09	
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(191,929.80)	(169,449.33)	(194,372.86)	955,333.83	(1,379,671.83)	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014 NORM (ABNORM)	2014-15 ORIGINAL BUDGET	MONTH ACTIVITY NOVEMBER 2014 INCR (DECR)	MONTH ACTIVITY DECEMBER 2014 INCR (DECR)	MONTH ACTIVITY JANUARY 2015 INCR (DECR)	YTD BALANCE 01/31/2015 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY, 269)									
Revenues									
Dept 000.00-treasury									
269-000.00-664.000	Interest on investments	33,850.35	0.00	805.13	10,438.85	757.74	11,010.98	(11,010.98)	100.00
269-000.00-664.500	Unrealized gain (loss) or	17,260.50	0.00	190.63	(1,146.14)	0.00	3,859.54	(3,859.54)	100.00
269-000.00-665.230	Collections/Materials R	0.00	0.00	750.00	200.00	425.00	1,425.00	575.00	71.25
269-000.00-665.231	Buildings/Ground/ Furn	0.00	0.00	1,102.10	2,200.00	1,000.00	13,155.02	844.98	93.96
269-000.00-665.232	Programming Revenue	0.00	0.00	1,917.62	138.50	501.14	2,557.26	2,092.74	54.99
269-000.00-665.233	Technology Library Rev	0.00	0.00	30.00	0.00	0.00	90.00	8,010.00	1.11
269-000.00-665.234	Undesignated Misc	0.00	0.00	0.00	1,525.00	1,000.00	2,525.00	31,058.00	7.52
269-000.00-665.267	Library Programming - E	5,833.77	0.00	(750.00)	0.00	0.00	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	0.00	(1,102.10)	0.00	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community	2,600.00	0.00	(1,400.00)	0.00	0.00	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the	200.00	0.00	(200.00)	0.00	0.00	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a C	472.07	0.00	(317.62)	0.00	0.00	0.00	0.00	0.00
269-000.00-665.402	Donations - specific coll	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		64,641.39	0.00	1,025.76	13,356.21	3,683.88	34,622.80	27,710.20	
TOTAL Revenues		64,641.39	0.00	1,025.76	13,356.21	3,683.88	34,622.80	27,710.20	
Expenditures									
Dept 000.00-treasury									
269-000.00-742.230	Collections/Materials E	0.00	0.00	297.57	0.00	0.00	853.56	2,851.44	23.04
269-000.00-742.231	Buildings/Ground/ Furn	0.00	0.00	3,387.38	5,192.08	0.00	11,471.29	7,228.71	61.34
269-000.00-742.232	Programming Expense	0.00	0.00	2,942.66	0.00	0.00	2,942.66	(676.66)	129.86
269-000.00-742.233	Technology Library Exp	0.00	0.00	104.95	0.00	0.00	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	0.00	333.16	1,500.00	0.00	1,833.16	166.84	91.66
269-000.00-742.262	Booklet costs & children	17,955.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Libr	7,207.94	0.00	(228.63)	0.00	0.00	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expendit	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expen	1,188.13	0.00	(2,500.00)	0.00	0.00	0.00	0.00	0.00
269-000.00-742.286	Light Up the Night exp	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library -	2,272.69	0.00	(959.03)	0.00	0.00	0.00	0.00	0.00
269-000.00-742.402	Collections - donor spec	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick p	1,348.00	0.00	(37.83)	0.00	0.00	0.00	0.00	0.00
269-000.00-802.100	Bank Service Charges	0.00	0.00	0.00	0.00	15.73	15.73	(15.73)	100.00
Total Dept 000.00-treasury		26,169.14	0.00	3,370.23	6,692.08	15.73	17,221.35	13,049.65	
TOTAL Expenditures		26,169.14	0.00	3,370.23	6,692.08	15.73	17,221.35	13,049.65	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES		64,641.39	0.00	1,025.76	13,356.21	3,683.88	34,622.80	27,710.20	
TOTAL EXPENDITURES		26,169.14	0.00	3,370.23	6,692.08	15.73	17,221.35	13,049.65	
NET OF REVENUES & EXPENDITURES		38,472.25	0.00	(2,344.47)	6,664.13	3,668.15	17,401.45	14,660.55	
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		2,648,862.69	2,566,200.00	13,129.48	33,703.11	18,039.55	2,598,391.54	30,141.46	
TOTAL EXPENDITURES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		2,877,706.61	3,056,200.00	207,403.75	196,488.31	208,744.36	1,625,656.26	1,395,152.74	
NET OF REVENUES & EXPENDITURES		(228,843.92)	(490,000.00)	(194,274.27)	(162,785.20)	(190,704.71)	972,735.28	(1,365,011.28)	

Director's Report – Julie Farkas

Café Update

I had a meeting with Gary Bernstein on Friday, January 23rd at 4:00pm. Trustee Michener was able to join me. Gary turned in the November payment in the amount of \$476.01. At the meeting, Gary shared that he had a schedule for how the back payments were to be received (July/August 2014, December 2014).

Below is his schedule that was received via email on 2/6/2015:

December pay feb 14 (*payment was not received as of 1:51pm on 2/14)

Jan pay feb 27

That will put us back on schedule the remaining one month that was divided into 3 pays of 186.62 will also be paid in March

I have asked Gary to attend the February 18th meeting to address the Library Board. He requested that he be on the agenda following the President's report in order to give him time to come to the meeting as he will be closing up the café at 7:00pm.

Gary also provided a copy of the recent health inspection/report, which I will include in the board packet for February.

Fundraising Update

I continue to meet with an average of 3-4 Novi businesses a week to introduce the MyCouponGenie fundraising opportunity. A day a week is devoted to this effort. A taping with JoAnn Purtan from WXYZ-Channel 7 news was just completed. The interview covered how libraries have changed over the years, offering so many digital options to library users as well as a plug for the MyCouponGenie fundraising initiative. To date, we have over 30 businesses on board. See flyer attached.

The I Love My Country statue fundraising campaign is also going well. We only need to raise \$815 to reach our goal. Plans to install the statue in late June are still on target. An unveiling is tentatively planned for Sunday, June 28th.

Students for Success: A School District Reading Together

On Monday, February 9, 2015, we launched the book SPARK by Dr. John Ratey to the Novi school community. This will be an eleven week reading initiative for parents/caregivers leading up to an author presentation on Tuesday, April 28, 2015. Special thanks to the Friends of the Novi Library for winning a \$1,000 grant in the fall by the Metro Detroit Book and Author Society to purchase 100 books for the project and an additional \$3,000 was donated to bring the author to Novi. I am happy to report that as soon as the books hit the library shelves, all 22 library copies were checked out within 24 hours. See flyer attached.

Joy, Inc. How We Built a Workplace People Love by Richard Sheridan

In a partnership with the Novi Chamber of Commerce and City of Novi Economic Development Department, the Library will be hosting author Richard Sheridan, Menlo Innovations, to Novi on Wednesday, March 18th. This is an opportunity for the library to connect with the Novi Business community. See flyer attached.

Music in March – Thursday, March 12, 2015

I am pleased to announce that we have connected with Meadowbrook Elementary school (Walled Lake Consolidated School District) to offer a Chamber Music Society of Detroit concert to students in grades K-5. This was made possible by a donation made to the Friends of the Novi Library and it will allow the library to branch out into the north end of Novi as well as with a new school partner.

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name: READ A LATTE CAFE	Establishment ID: 830
Establishment Address: 45255 10 MILE RD	Establishment Type: FIXED ESTABLISHMENT
City, State, Zip: NOVI MI 48374	License Number: SFE4063066921
Establishment Phone: (248)869-7249	Owner Name: GARY BERNSTEIN
Establishment Fax:	CVT: 246

INSPECTION INFORMATION:

Inspection Date:	01/21/2015	NSDI:	07/21/2015
Follow-up Date:		Inspection Type:	Routine
Consumer Advisory Required:	No	Consumer Advisory Correct:	N/A
Consumer Advisory Handout Provided:	No		
Priority and Priority Foundation Violations Cited:	Yes	All Priority and Priority Foundation Violations Corrected:	Yes
Repeat Violations Cited:	No		
All Priority and Priority Foundation Violations Not Corrected:			
Inspection ID:	294802	Water:	
License Limitations:	No	Sewage:	
Variance:	No	Seating Capacity:	6
License Posted:	Yes	Non-Smoking Area:	Yes
Anti-Choking Techniques Posted:	No		

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.



Received By: Gary
(Person in Charge)

Inspected By: Randall Ruszkowski, REHS, MPH Date: 01/21/2015
Sr. Public Health Sanitarian

**OAKLAND COUNTY HEALTH DIVISION
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: READ A LATTE CAFE	Establishment ID: 830
Establishment Address: 45255 10 MILE RD	Establishment Type: FIXED ESTABLISHMENT
City, State, Zip: NOVI MI 48374	License Number: SFE4063066921
Establishment Phone: (248)869-7249	Owner Name: GARY BERNSTEIN
Establishment Fax:	CVT: 246

CERTIFIED MANAGER INFORMATION:

<u>Manager Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Issue Date</u>	<u>Exp. Date</u>	<u>Verified</u>
GARY BERNSTEIN	1780080	Thomson Prometric	10/01/2013	10/01/2018	Yes

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

CURRENT OBSERVATIONS:

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
Food Code	3-302.11	Priority	01/21/2015	Yes	No

Observation: Raw shell eggs were stored next to ready-to-eat food on the bottom shelf of the reach-in cooler.
Code Requirements: Raw animal food shall be stored below and away from ready-to-eat food.
Method of Correction: Move the raw eggs below and away from the egg salad.
Correction Detail: The egg salad was moved to a safe location above the raw eggs.

Food Code	4-204.112	Core	01/21/2015	Yes	No
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Observation: The display cooler was not equipped with a thermometer.
Code Requirements: Cold or hot holding equipment used for potentially hazardous food (time/temperature control for safety food) shall be designed to include and shall be equipped with at least one integral or permanently affixed temperature measuring device that is located to allow easy viewing of the device's temperature display.
Method of Correction: Provide a thermometer for the noted cooler.
Correction Detail: The operator provided a thermometer.

COMMENTS:

A follow-up inspection is not necessary. Call Randy Ruskowski at (248) 343-5280 with any questions.

Public Services Report by Margi Karp-Opperer



We welcomed in the New Year with:

Featured Adult Programs:

Lifelong Learning: Get Going with Gale Courses & Learning Express Library

Purchasing the Right Camera

Mexican Cultural Program

Parent to Parent Book Discussion

Two Coffees with the Superintendent

Continued to display posters in youth area for a 9th Grade Civics class at Novi High School

Special Business/Financial Programs:

- a. Four SCORE Business Mentoring Sessions
- b. What is Your Credit Score?
- c. What Women Need to Know About Investing for Retirement
- d. Job Seekers Toolbox

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Two 1-on-1 internet basics, one 1-on-1 email basics and two 1-on-1 Facebook basics
- French, German, Italian, Japanese & Spanish Language Conversation Groups
- Computer instruction class (Word Basics 2010 and Excel Basics 2010)
- Two Information Services Department Meetings
- Two English Conversation Groups
- Two Chess Times
- Novi Writers' Group

Featured Youth Programs:

- Four Baby Times Story Times
- Eight Tot Time Story Times
- Twelve Two of Us Story Times
- Eight Three's Company Story Times
- Four On My Own Story Times

- Two Get Your Wiggles Out
- Pokemon
- Monster Tea Party
- Stories & Songs to Honor Martin Luther King
- Crafts & Fun to Honor Martin Luther King
- Dog Days at the Library
- After Hours Minecraft Party

Monthly Youth Programs:

- Kiddie Craft
- Snack Tales
- Lego Club
- Family Story time

Tween and Teen Program:

- ❖ Teen Book Club
- ❖ Manga Club
- ❖ Sit n Stich Teen Knitting Group
- ❖ TAB (Teen Advisory Board) Meeting
- ❖ StART: Art Classes for Beginners

Featured Collections:

Adult: Keep Calm READ On: Downton Abbey Readalikes

Youth: Beat the Winter Blues and READ

Youth DVD: Classic Films

Building Operations Report by Mary Ellen Mulcrone

SNOW has been the order of the day for much of the past month. Special thanks are due to members of our Facilities Team, Bill Bembeneck, Keith Perfect, and Matt Vuich, for extra efforts in keeping paths clear of ice and snow throughout the winter, and especially during the big snow storm of February 1/2. Of course, we have a snow removal service to plow the parking lot, etc., but there is always a lot of clean-up to do with a big storm and also as the snow continues to fly. Fortunately the team's good timing in making repairs and adjustments to the large snow thrower had it in good condition before the storm hit. The price of salt increased greatly for this season, so we expect to see higher than usual costs in this area.

When they weren't busy with snow or meeting room set-ups, Facilities staff accomplished a number of other things, including replacing filters and light bulbs; cleaning the AST, windows, workstations, and erasers; repairing sorting bins and flag poles; oiling book carts; clearing drains; removing gum from carpet; etc. They have also put in place the standing holders for tax forms and the sign directing people to the tax forms. Yes, it's that time again!

As reported at the last Board meeting, the heated air curtain is fully functional and doing the job that we expected. This has greatly improved temperatures for those working at the Welcome Desk and Check-out Desk, in the lobby, and further into the first floor public areas. Even on some of the coldest days, inside temperatures are now tolerable.

The IT Team has also been very busy. A major project this month has been transitioning our phone system from being part of the City's system to having a standalone phone system for the Library. This was necessitated by the upcoming replacement/update of the City's current system. Though the partnership we had in the phone system generally worked well, it did not appear that their new system would be able to accommodate our needs. As with any new system, there are a few bugs to work out, but the upgrade was relatively painless for staff (other than IT) and probably not even noticeable to the public. Some things are now easier with managing our own system, and so far we are still able to use interoffice dialing with City phones.

IT staff assisted with NPL's first after-hours Minecraft gaming program this month. There was a lot of advance preparation with setting up a server, learning all about the system, etc. Then IT staff helped on the day of the program by setting up and also working with Information Services staff the night of the event. Everyone learned a great deal from the first experience and will present an even better experience at the next event scheduled in March.

An improved portable sound system for use inside and outside the building was purchased with money received from the Friends of the Library. Staff are researching options for replacement of some failing equipment, and they are working on upgrades to the help desk system and room reserve system. The annual IT survey requesting patrons' feedback on current and future technology at NPL was conducted in January, and suggestions are being analyzed for possible implementation.

A number of other things were accomplished, such as replacing batteries in UPS devices; restoring the U-verse connection for the NPL channel; adding SMS texting capabilities at Information Desk computers; performing software updates and routine server maintenance; assisting patrons with Wi-Fi and other issues, etc.

Computer training for the public included: one Improve Your Typing Skills, two iPad Tips & Tricks, one eReader Instruction, two VHS to DVD workshops, and five Tech Time sessions.

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457	364	409	339	348	261	321						2,499
Items checked out	81,433	73,600	67,803	67,091	64,700	63,696	66,792						485,115
Items borrowed	4,719	4,078	3,840	4,201	3,213	4,124	4,553						28,728
Items loaned	5,305	4,733	4,619	4,688	4,153	4,232	5,220						32,950
Read Boxes	380	217	153	59	0	0	0						809

	January 2014	January 2013
Library cards issued	321	305
Total checkouts	66,792	61,451
Items borrowed	TLN 4,426 MeL 127 <u>4,553</u>	4,363 113 <u>4,476</u>
Items loaned	TLN 5,117 MeL 103 <u>5,220</u>	5,159 113 <u>5,272</u>

READ Boxes	Adult	October 2014	October 2013
		9	0
	Youth	<u>50</u>	<u>0</u>
	total	59	0

May through October of 2014 was our second season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added this year.

ITC Park proved to be the box most used, with Lakeshore coming in a close 2nd.

Read Box totals May through October 8, 2014:

	2014	2013
Adult	212	90
Youth	<u>886</u>	<u>192</u>
total	1,098	282

Self-Check Totals 2014-15 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
August	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
September	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
October	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
November	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
December	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
January	66,792	52.45%	35,031	8,155	6,775	3,965	5,533	9,292	1,311
February									
March									
April									
May									
June									
FYTD	485,115	56.20%	273,832	62,972	48,416	29,834	48,224	73,088	11,298

Library Usage

2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December	28,625	1,022	264	28
January	37,006	1,234	283	30	January	30,566	1,019	280	30
February	28,760	1,027	264	28	February			264	28
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
FYTD Total	401,984	1,182	3,224	340	FYTD Total	237,117	1,157	3,304	349

Computer Logins

2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October	4,167	54,461	2	58,630	1,891
November	5,240	32,155	3	37,398	1,336	November	4,463	54,338	2	58,803	2,100
December	4,279	32,168	4	36,451	1,302	December	4,228	47,196	1	51,425	1,837
January	4,327	30,792	5	35,124	1,171	January	3,395	51,759	2	55,156	1,839
February	4,583	36,568	0	41,151	1,470	February					
March	5,092	39,344	2	44,438	1,433	March					
April	4,603	35,152	5	39,760	1,420	April					
May	4,653	33,037	2	37,692	1,346	May					
June	5,322	45,753	3	51,078	1,824	June					
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	31,555	352,236	18	383,809	2,193

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,460	38,035	26
August	1,324	34,520	26	August	1,297	33,735	26
September	987	22,767	23	September	1,039	23,683	22
October	1,067	24,139	22	October	1,005	22,557	22
November	816	19,935	24	November	995	24,158	24
December	658	15,590	23	December	953	21,756	22
January	720	16,998	23	January	971	22,936	23
February	718	16,702	23	February			
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
FYTD Total	10,979	263,648	24	FYTD Total	7,720	186,860	23.57

Technology Training Sessions 2014-2015 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	0	7		30
Aug	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	0	4	0	7		33
Sep	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	3	3	2	6	4	5	0	0	0	2		25
Oct	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	4	0	8	6	2	4	4	2	0	7		37
Nov	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	3	2	9	6	3	4	0	0	0	1		28
Dec	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	4	3	3	4	5	3	2	1	0	2		27
Jan	5	1	2	2	0	0	0	0	2	11	23	
<i>patrons</i>	4	3	2	15	0	0	0	0	2	11		37
Feb												
<i>patrons</i>												
Mar												
<i>patrons</i>												
Apr												
<i>patrons</i>												
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	31	5	22	10	4	6	2	3	2	37	122	
<i>Patrons</i>	21	18	31	57	14	24	6	7	2	37		217

2014-2015 Fiscal Year

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	3,185	1,209	4,394	112	752	9,968			
August	1,884	198	3,477	816	4,293	147	704	8,981			
September	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	16
October	2,237	235	3,272	1,085	4,357	644	632	8,594	33	73	16
November	2,244	235	3,376	681	4,057	785	874	10,932	21	85	2
December	2,148	210	2,148	609	2,757	369	822	11,525	7	69	19
January	2,171	205	2,932	782	3,714	507	918	14,421	43	140	3
February											
March											
April											
May											
June											
FYTD Total	14,843	1,489	21,566	6,322	27,888	2,933	5,402	73,122	182	**	56

*Includes: Allen Park, Auburn Hills, Baldwin, Belleville, Bloomfield Township, Brighton, Canton, Chelsea, Clarkston, Commerce Township, Cromaine, Dearborn, Dearborn Heights, Dexter, Garden City, Grosse Pointe, Farmington, Howell, Milford, Northville, Novi, Orion Township, Pontiac, Redford, Rochester Hills, Romulus, Royal Oak, Salem-South Lyon, Saline, St. Clair County, Waterford Township, Westland, White Lake Township

**No FYTD due to the rollover of students in six-week classes.

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	3
November	7	3	4	3
December	1	3	0	4
January	8	4	1	3
February	7	3	1	
March	11	4	0	
April	5	3	3	
May	8	1	4	
June	4	1	5	
Total	55	38	35	38

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October	36	964
November	32	1,485	November	33	890
December	21	447	December	19	470
January	42	981	January	22	910
February	51	1,505	February		
March	47	1,344	March		
April	32	1,031	April		
May	35	1,726	May		
June	21	946	June		
Total	435	13,684	Total	237	7,038

Library App - 2014-15 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	29,227	1. Novi Main Menu	January	20,489	1. Catalog
		2. My Account Novi Summary			2. My Account
		3. Novi Holdings			3. OverDrive
		4. My Account Novi Items			4. Artwork at the Library
		5. My Account Novi Request			5. Book/DVD lists
August	20,658	1. Catalog	February		
		2. My Account			
		3. OverDrive			
		4. Book/DVD Lists			
		5. Artwork at the Library			
September	22,031	1. Catalog	March		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
October	23,811	1. Catalog	April		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
November	22,496	1. Catalog	May		
		2. My Account			
		3. OverDrive			
		4. Book/DVD lists			
		5. Events			
December	25,095	1. Catalog	June		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
			Total	163,807	

Friends of the Novi Library



January 2015

Book Nook News

Do not miss the great article on our dedicated Shelves and Sorters in the Friends' January Newsletter that was mailed to your home recently.

And we can't forget our Sellers. Some people come into the Book Nook when their favorite Seller is working just to talk books and exchange book recommendations.

The month of December had sales of \$ 1,944.35.

What's Coming Up:

The Author Luncheon will be held at Fox Hills Golf & Banquet Center on May 12, 2015. The featured author is Chris Zimmerman, author of six Michigan-based mysteries.

His book titles are: Forty Mile Point, The Covenant Field, The Secret-Keeper, Intentional Acts, Juror 55, and Six Days in June. He lives in Mt. Pleasant.

This Month:

Love to read Kathy Reichs and Patricia Cornwell! Then don't miss our next Kaleidoscope, Capturing the Living, Identifying the Dead, on February 10th.

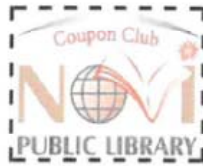
Book Nook: February is "Authors We Love" month featuring books galore by Nora Roberts (J.D. Robb), Janet Evanovich, John Grisham and James Patterson. Also featuring coffee table books on automobiles and trains – while they last!

Applications are now available for the Friends Scholarship. This scholarship is awarded to a senior residing in Novi who has indicated an interest in Library Science, Information-Knowledge Management, Education, Literacy or related areas. They should have a cumulative 3.0 grade point GPA. Look here for more information.

<http://www.novi.k12.mi.us/hs/ccss/lecal-scholarships/>

Events:

- February 1, 2015 – Ji-Lewis-Kessler Trio
- February 10, 2015 – Kaleidoscope reschedule Forensic Art: Capturing the Living, Identifying the Dead with Michigan State Detective/Trooper Sarah Krebs
- February 12, 2015, Morning Music: Drummunity
- March 8, 2015 – Quintet Attacca
- March 14, 2015 - Battle of the Books
- March 24, 2015 – Kaleidoscope "Explaining the Mysteries of Bird Migration"
- April 8, 2015 – Friends Board Meeting
- April 16, 2015, Morning Music: Travelogue In Jazz: Around the World in 60 Minutes
- April 22, 2015 – Kaleidoscope "The Detroit River, a Dynamic Maritime Highway"



Looking for a discount when shopping in Novi?

The Library has partnered with **MyCouponGenie** to save Novi residents hundreds of dollars!



MyCouponGenie.com/users/register



MyCouponGenie.com

- 1) Download app or set up account on desktop (It's FREE)
- 2) Confirm account by text or email code
- 3) Set zip code, Set Radius, Set Gender preference
- 4) Select ALL categories initially, then SAVE PREFERENCES

Merchant partners include:



activities leader, said they chose Motor City Blight Busters because "we want to take part in the improvement of the city that our families could live in one day."

Motor City Blight Busters was selected through a comprehensive process of research, charity presentations



W.L. Western students worked at the Motor City Blight Busters project on a recent Saturday.

and voting. After hearing a presentation by John George, the founder of Motor City

Blight Busters, Western students selected them because they could relate to the grass-

roots mission to rebuild and reintegrate the city of Detroit.

activities group is also looking for donations in the form of food, prizes, entertainment and monetary donations for the event March 27-28 and for Motor City Blight Busters.

Those interested in supporting VBM can go to www.wlvbvm.com for more information.

Integrate physical activity into daily school practice

In January, I walked 41.2 miles. I walked 14 different times during the month and averaged just over 15 minutes a mile.

I know this because I use an app on my phone called Runkeeper that tracks how far and how fast I walk. I've used this particular app - there are a lot of apps that do the same thing - since September 2009. In that time, I have logged 4,196 miles. I walk because I am trying to stay healthy, lose weight and learn to relax.

But recently it has been driven home to me that one of the most important benefits of exercise is that it makes my brain function better - and we all know I need that.



Steve Matthews
SUPER TALK

I spend a lot of time sitting in a car, in my office or in my house. I know I need to move more. But I just assumed the benefits of moving more were to help me burn off calories or reduce my stress. While the physical benefits of exercise are well known, there is a growing body of research that connects exercise with improving brain function.

So this spring, the Novi Community School District and the Novi Public Library

have teamed up to explore the connection between exercise and the brain - and we want our community to get involved.

The library and school district have created the "Students for Success - A School District Reading Together" program. The library and the school district have found a book that we are encouraging all Novi school district residents to read. Then April 28, the author will visit Novi to discuss the book with our school district community.

The book *Spark: The Revolutionary New Science of Exercise and the Brain*, written by Dr. John Ratey, a Harvard University faculty member, is an exploration of the connection

between exercise and the brain's performance. Ratey shows how even moderate exercise will supercharge mental circuits to beat stress, sharpen thinking, enhance memory and much more.

Books are available at the Novi Public Library and from our school libraries, as well. We have placed several copies at each of our schools that can be checked out so that as many people as possible can read this book and participate in our community conversation.

This research has implications for us as we think about how we structure our school day. Are we expecting students to stay still while at the same time expecting them to be

alert, think critically and learn well? Perhaps we need to examine what our school day looks like and how we can begin to integrate some of the lessons about physical activity into our daily school practice.

I invite you to participate with us in this community reading activity. Occasionally on these very cold winter days, I tell myself that I really don't need to go for walk. But then I think about how much my brain will benefit and out I go. Once I get started, it is really not that cold outside.

Steve Matthews is superintendent of Novi Community Schools. He can be reached at 248-449-1204 or smatthews@novischools.net.



The Henry Ford Medical Center - Columbus IS NOW ACCEPTING NEW PATIENTS.

TOGETHER, WE CAN MAKE CARE CONVENIENT.

Need a primary care physician? The Henry Ford Medical Group is committed to improving your family's health. That means we're always working to get you the best care possible.

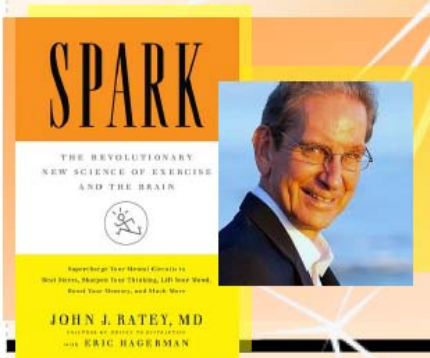
Students For Success- A School District Reading Together

Parents & caregivers are encouraged to read SPARK in advance of the author event. To borrow a copy of the book, visit your Novi School library or the Novi Public Library. Copies are also available for purchase @ Barnes & Noble, Northville.

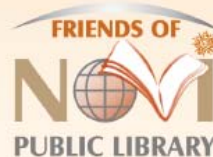
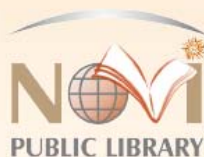
Meet the Author: Tuesday, April 28, 7pm @ Novi Middle School

Registration is required

Visit novilibrary.org or call 248-349-0720



Dr. John Ratey describes SPARK as a groundbreaking exploration of the connection between exercise and the brain's performance that shows how even moderate exercise will supercharge mental circuits to beat stress, sharpen thinking, enhance memory, and much more. The book will change the way you think about your morning run or for that matter, simply the way you think.



Author Presentation & NETWORKING Lunch

with **Richard Sheridan,**
CEO of Menlo Innovations

Wednesday, March 18 · 11am - 1:30pm

Novi Civic Center, 45175 Ten Mile Road

11am Networking

11:30am Presentation

Lunch by Carrabba's of Novi immediately following presentation

Registration is required



Early Bird Registration: \$35.00

Includes lunch and a hardcover copy of Joy, Inc.

Registration after March 4th: \$45.00

**Register at novichamber.com or by calling
248-349-3743**

Richard Sheridan describes how he created a joyful culture at Menlo Innovations. The book shares how any organization can follow similar methods for a more passionate team. Joy, Inc. is for readers in any field who want tangible examples for a healthier, happier atmosphere at work—and the sustainable business results required for growth. Readers will come away with an inspirational blueprint for how to create a corporate culture centered on joy in their own workplace.



Paradise Park Party!

Friday, April 17
5-8pm-Grades K-6
9pm-12am-Grades 7-12



**Come join the Library for
a night of fun at
Paradise Park!**

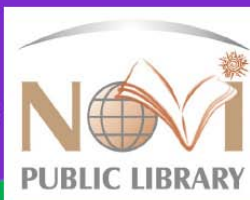


**Enjoy 3 hours of unlimited access to Laser Tag,
Miniature Golf, Trampoline, Climbing wall, and
a Go-Kart ride for only \$28.**

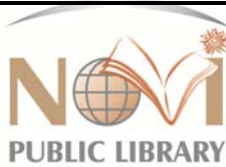
**Pizza dinner and 20 arcade tokens will also
be provided.**

***Dress up as your favorite book character and be
entered in our costume contest!**

**To register contact the Administration Office at (248) 869-7204
(Monday-Thursday 10am-5pm, Friday & Saturday 10am-6pm)**



Paradise Park, 45799 Grand River, Novi 48374



Library Board Calendar 2015

February 18 Library Board Regular Meeting
February 21 Budget Planning Session, Library, 8 a.m.

March 14 Budget Planning Session, Library, 8 a.m.
March 25 Library Board Regular Meeting – held at Library

April 4 Library Closed
April 5 Holiday – Easter, Library Closed
April 12-18 National Library Week
April 15 Library Board Regular Meeting
April 18-25 Money Smart Week @ Library

May Library Board – Goal Setting Session, TBD
May 10 Mother’s Day, Library Closed
May 20 Library Board Regular Meeting
May 24 Library Closed
May 25 Holiday – Memorial Day, Library Closed

June 17 Library Board Regular Meeting
June 17 Library Director Annual Review
June 21 Father’s Day, Library Closed

July 4 Holiday – Independence Day, Library Closed
July 5 Library Closed
July 15 Library Board Regular Meeting

August – October Community Reads Program
August 19 Library Board Regular Meeting
August 21 Staff In-Service, Library Closed

September 5 Library Closed
September 6 Library Closed
September 7 Holiday – Labor Day, Library Closed
September 16 Library Board Regular Meeting

October 21 Library Board Regular Meeting
October 29 Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.

November 3 General Election Day
November Annual Library Report – City Council Meeting, TBD
November Community Read, Library, TBD
November 11 Holiday – Veteran’s Day – Library Open
November 18 Library Board Regular Meeting
November 25 Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 26 Holiday – Thanksgiving, Library Closed

December 16 Library Board Regular Meeting
December 16 Library Director – Mid-year Review
December 24 Holiday – Christmas Eve, Library Closed
December 25 Holiday – Christmas, Library Closed
December 31 Holiday – New Year’s Eve, Library Closed

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 - Historical Commission meets the fourth Wednesday of the month, 7 p.m.
- The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.